Core Financial Project
# Executive

Change Discussion Guide

# About This Guide

### What is a Change Discussion Guide?

A Change Discussion Guide is a communication tool designed to describe specific process changes that may affect the way you currently perform various roles within your job. The overview of the changes in this guide will provide you with a foundation to better understand the changes that will result from Core Financial.

### How Should I Use This Guide?

Use this guide to help understand and communicate the changes Core Financial will bring to your various roles within your job. This guide is NOT training. Training will teach you how to use SAP R/3 to complete tasks. To make training as effective as possible, you should understand how the roles and tasks you currently perform are changing *before* you attend classroom sessions.

The scope of the Core Financial Project includes six functional, or process, areas; Budget Execution, Purchasing, Cost Management, Accounts Payable, Accounts Receivable and Standard General Ledger. Change Discussion Guides have been prepared for End-Users related to each of these functional areas. Each guide provides an overview of the related functional area. Individuals may perform specific roles or tasks within a process. The Guide recommends that individuals discuss impacts of the roles or tasks in Core Financial with their Supervisor.

# Integrated Financial Management Program Overview

The mission of the Integrated Financial Management Program (IFMP) is to improve the financial, physical and human resources management processes throughout the Agency.

IFMP will reengineer NASA's business infrastructure in the context of industry "Best Practices" and implement enabling technology to provide necessary management information to support the Agency's strategic implementation plan.

IFMP will create significant positive change in NASA's business and administrative processes and systems.

As we move into the future, we will be changing:
- Business processes
- Working relationships
- Job content and skill requirements
- Policies and procedures
- Organizational relationships relative to decision making and access to information

The Integrated Financial Management Program includes the following Projects: Travel Management, Position Description Management, Resume Management, Core Financial, Human Resource Management, Integrated Asset Management, Budget Formulation, Procurement Management, eProcurement Prototype.

# Core Financial Project Overview

## Core Financial Project Mission

The Core Financial Project provides the management and technical leadership for the Agency-wide implementation of standard systems and processes necessary to support the Agency's financial management activities.

## Core Financial Project Scope

**Budget Execution**
Records budget authority and resources available, tracks apportionment and allotments, permits the establishment of spending limits, and collects financial actuals, permitting the comparison of budget to actual data. Records commitments and obligations, including verifying and tracking the availability of funds

**Purchasing**
Records the accounting impacts associated with obligations from contract awards, purchase orders, grants, and modifications by associating procurement line items with the respective accounting line items

**Cost Management**
Uses workforce, cost, labor, and other inputs to determine cost information and the allocation of costs

**Accounts Payable**
Prepares and delivers payments, as well as advanced payment processing for services rendered

**Accounts Receivable**
Creates, processes, and manages reimbursable and non-reimbursable bills for accounts receivable

**Standard General Ledger**
Establishes SGL accounts and code, maintains the FCS and SGL, and reports financial information

# Core Financial Benefits

**Center Management**

- Enable a "One NASA" Concept by providing an integrated and consolidated information source to facilitate data-sharing across the Agency
  – Providing consistent, accessible financial data

- Provide accounting and budgeting structure to enable Full Cost Management

- Support business-based, decision making
  – Providing timely financial information so that it can be used in the decision-making process

- Provide financial information backbone to be integrated with project management data for an integrated view of project status

- Provide technical foundation to lead NASA into the world of e-commerce and e-government

# Core Financial Benefits

**Resource Management**

- Increase time available for meaningful management analysis
  - Reduce need to compile and reconcile data from disparate sources and systems
  - Provide a single point of data entry (elimination of duplication)
  - Provide a real-time, single, consolidated general ledger
  - Reduce research and analysis time by providing drill-down capability to original source documents

- Improve timeliness of acquiring goods and services needed to perform the mission of the Agency
  - Provide fully-automated purchase request creation, routing and approval
  - Provide a simplified bankcard process

# Core Financial Benefits

**Financial Management**

- Resources used more effectively and efficiently
  - Automatic calculation of interest
  - Automatic aging of accounts receivable
  - Better handling of installment payments from customers
  - Automatic preparation of IRS 1099s for debt cancellations
  - Automated trial balances, FACTS I and II
  - Elimination of PAC and Hilite Reports
  - Elimination of FACS generation and transmission to NASA HQ

- Provide easier distribution of carrier account transactions

- Shared information across functions (e.g., accounting and procurement)

# SAP

## SAP—An Integrated System

- SAP modules are highly integrated
- Centralized database
- Business events recorded only once in system
- Creates consistency among records and modules
- Maximizes data integrity
- Real-time funds availability checking prevents anti-deficiency

## SAP—An Agency-Wide System

- Configured as an Agency solution
- Centralized financial management system
- One legal entity and one chart of accounts
- Managed centrally through a Competency Center
- Accessible to all Centers
- One coordinated closing process for periods

# Core Financial Role Mapping

A "Role" is:
- A component of a job.
- Any given job can be composed of one or more roles.

Core Financial to-be roles were defined for the Agency. To review the to-be roles, go to http://corefinancial.ifmp.nasa.gov/agency_rollout/toolkit.html and click on To-be Roles.

The Core Financial project team developed an initial list of end-users mapped to these to-be roles.

Managers and Team Leads were briefed on the role mapping process. They were asked to:
- Review the list of to-be roles.
- Think about which roles would be linked to which of their employee(s).
- Review the end-user/role map initial list and make additions/deletions/corrections as necessary.

Managers and Team Leads re-visited the list of end-users mapped to the to-be roles on a periodic basis until the list was finalized.

(NOTE–Position Descriptions will not be changed as a part of the Core Financial project.)

# Core Financial Training

In order for end-users to perform their role(s) proficiently, it is imperative that they attend all role-based training courses for which they are scheduled. The four major components of the Core Financial training include:

## RWD SAP 4.6

- This course is web-based. End-users are required to take the RWD SAP 4.6 course prior to any other web-based or instructor-led training you have been scheduled to attend. It is designed to give end-users a basic understanding of SAP 4.6 prior to your role-based training. Only those employees who have taken the RWD SAP 4.6 will be allowed to attend the role-based training courses.

## Instructor-led Training (ILT)

- There are 32 instructor-led training courses. These courses vary in length from two to eight hours. The to-be roles the end-users will be performing in SAP determine the courses they will be scheduled to attend.

## Web-based Training (WBT)

- The Core Financial Web-Based Training (WBT) course will focus on procedures that describe the process end-users will need to use to complete tasks related to specific roles. These courses are designed with multiple modules that will afford end-users an opportunity to: direct your own learning; determine the right level of detail; and assess the success of instruction. End-users will be able to access WBT on the NASA Intranet, at their workstation, during the two months prior to "go live."

# Core Financial Training

### *SAP Mission Control* **– Online Quick Reference (OLQR)**

- The Core Financial SAP Mission Control (OLQR) tool is designed to provide end-users with procedures, job aids, and other necessary Help content via the Internet. The Help content is role-related, focusing on tasks end-users will perform within their roles and providing needed assistance to effectively use SAP to execute those tasks.

### Training Invitations

- End-users will receive training invitations by e-mail. The invitation includes information on the training courses they are expected to attend and instructions on how to sign up for the courses.

# Key Terms

**Account Assignment Category**
Specifies whether accounting for an item is to be effected via a Cost Center (K), Project WBS (P), Network (N), Reimbursable (Y), or Unknown (U). The Unknown account assignment will be used when creating all ID/IQs, BOAs, and BPAs.

**Account Group**
Determines the data that is relevant for the master record. It also determines a number range from which numbers are selected for the master records. An account group must be assigned to each.

**Assessment**
SAP term for allocations. A method of allocating primary and secondary costs in Cost Center Accounting. Per assessment cycle, you can allocate to a project or a group of Cost Centers.

**CCR**
Contractor Cost Report (NF 533). The CCR may be a NR533 Report, or any other contractual cost document that the contractor is required to submit.

**Funds Center**
Organizational unit within a financial management (FM) area to which budget can be assigned. Combination of Center Code and UPN (ex. 62-251-10-10).

**Workflow/Release Strategy**
SAP terminology/functionality that provides for the routing and approval of documents.

# Core Financial Contacts

**Who Should I Go To If I Have Questions?**
Supervisors should be the first person end-users turn to with questions concerning changes in their jobs. If their supervisor cannot address their question, they will follow up with their Change Agents to address the question.

### HQ Change Agents:

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# Core Financial Contacts

**HQ Change Agents, continued:**

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For copies of other guides referenced in this guide, please contact your supervisor or Change Agent.